

APPENDIX L
AFTER ACTION OR FINAL QUALITY ASSURANCE REPORT CONTENT

NOTE: The following is a sample Quality Assurance Report for an EE/CA but may be modified for a particular response process (e.g., RI, RI/FS, etc.).

Quality Assurance Report
For
EE/CA (or Removal Action)
At
Former XXXX
Contract Number: 00000000
Task Order: 1111

1. Describe QA methods used (or reference where they are documented) and pass/fail criteria.
2. Summarize field QA activities performed and describe any special conditions encountered or special circumstances.
3. Describe any constraints or problems encountered.
4. Summarize data quality assurance activities performed and describe any special conditions encountered or special circumstances.
5. Provide a list of all Corrective Action Requests issued and describe the corrective actions taken.
6. List/describe lessons learned.
7. Include a final statement that contract requirements were met regarding the quality of services provided.
8. Signature of Project Engineer/Technical Manager preparing the report.
9. List supporting data/references and where they are filed.

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